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*System Training and Response (STaR) Team – SAIS Information Series*

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## **Recommended Procedure**

### ***Ensuring that student data related to ADM and ADA are complete and accurate in SAIS***

This document is intended to summarize the steps that are recommended to personnel from local educational agencies (LEAs) who must ensure that student records related to the calculations that ADE performs to determine Average Daily Membership (ADM) and Average Daily Attendance (ADA) that reside in SAIS are complete and accurate.

### **Background**

The steps that are necessary to reconcile school level student rosters with the student level data that reside in SAIS are similar to the steps that are necessary to reconcile a personal checkbook with a monthly statement issued by a bank or credit union. Rather than a monthly bank statement, ADE generates a series of reports that are intended to assist LEA personnel who must ensure that the data in SAIS matches the data from the school's local student management system and results in funding for student membership as expected.

The ADE System Training and Response Team publishes a series of articles to help LEA personnel understand the processes involved in reconciling student rosters with the data that are resident in SAIS. This document serves to outline the procedures we recommend for this purpose and to point readers to other articles that provide more detailed information.

Additionally, LEA personnel are always welcome to confer with a STaR Team member when necessary or desired by submitting a *Request for Training and Assistance* through use of the form that is available for that purpose on our web site.

### **Recommended Procedures**

We recommend that the following procedures be performed to ensure that the data that resides in SAIS is complete, accurate, integrity error free and if necessary, validated by 4:00 P.M. on the last ADE business day of each month after the data for a school district, charter holder or other educational entity are subject to aggregation for ADM.

- Examine the *SDADMS72* report for each grade level within each school in a school district, charter holder or other educational entity that reports student membership data to SAIS to ensure that every student who has had membership within the school during the current year is listed with complete and accurate information.

- If information for students is found to be missing, incomplete or inaccurate, appropriate corrections must be submitted to and successfully processed in SAIS.
- If student records are shown to be failing as a result of SAIS Student Integrity processing, examine the *Student Integrity Status Report* and submit appropriate corrections.
- If students are shown to be concurrently enrolled, examine the *SDADMS80-1* and/or *SDADMS80-2* report. Enrollment information for students who are concurrently enrolled in a charter school and a public non-charter school are subject to validation. Validation status is indicated on the *SDADMS80-1* report.
- If students are found to be concurrently enrolled in a charter school and a public non-charter school, and if the enrollment information attributed to your school is complete and accurate, validate the enrollment information using the application provided for this purpose in the Maintenance Area of the Student Detail Data Interchange (SDDI). If the enrollment information attributed to your school is found to be incomplete or inaccurate, submit appropriate corrections to SAIS.

The following procedures should be performed to ensure that the results of the aggregation based on data that resides in SAIS at month-end are as expected.

- Examine the *SDADMS75* report for each grade level within each school in a school district, charter holder or other educational entity that reports student membership data to SAIS to ensure that every student who has had membership within the reporting period (40<sup>th</sup> and/or 100<sup>th</sup> day) is listed with total membership and absence days for the reporting period as expected.
- Investigate any discrepancies found and report any which cannot be explained to ADE by contacting the System Training and Response Team.

## **Additional Information**

For additional, more detailed information please see the following documents from the SAIS Information Series available for download at <http://www.ade.az.gov/schoolfinance/star>:

### **Document No. 6 – Considerations for Establishing a Routine for Managing Data in SAIS**

This document provides guidance for those who wish to establish procedures to ensure that the data they submit to SAIS that is used to calculate state aid is complete, accurate and integrity error free in time for ADE month-end processing procedures.

**Document No. 4 – Understanding the SDADMS72 Report**

This document provides a full description of the content and suggested use of the Student Detail Average Daily Membership System, Unadjusted Membership Report.

**Document No. 7 – Understanding the SDADMS75 Report**

This document provides a full description of the content and suggested use of the Student Detail Average Daily Membership System, Adjusted Membership Report.

**Document No. 8 – Reconciling SDADMS72 and 75 Reports with Student Rosters**

This document lists reasons that may explain why student memberships are not listed as expected on the *SDADMS72* report. It also lists the items to check if a student's membership is shown as expected on the *SDADMS72* report, but does not appear as expected on the *SDADMS75* report.

**Document No. 14 – Understanding Concurrent Enrollment**

This document explains the funding ramifications applicable to students who are concurrently enrolled in more than one register, grade or school. It illustrates several common concurrency scenarios, explains how to access Student Detail Concurrency Reports and how to validate enrollment information for students who are concurrently enrolled in a charter and a public non-charter school.